



**Town of Arlington, Massachusetts**  
730 Massachusetts Ave., Arlington, MA 02476  
Phone: 781-316-3000

**webmaster@town.arlington.ma.us**

## **Library Trustee Minutes 10/13/2009**

Meeting of the Robbins Library Board of Trustees  
October 13, 2009  
Minutes

### **Call to Order**

The meeting was called to order at 7:20 p.m. Attending were trustees Heather Calvin, Katharine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was the library director, Maryellen Loud.

### **Communications**

Liz Bilafer, a member of the Russell family, praised the Russell Fund report as the best ever.

Ms. Muldoon reported that she wrote to the town treasurer, Stephen Gilligan, requesting the letter specified in the Policy Statement. In conformance with the Annual Distribution Procedure this letter, due on or before August 1<sup>st</sup> of each year, should contain the treasurer's recommendations for the annual distribution in dollars for each individual fund under library trustee jurisdiction, a percentage not less than 3% nor more than 6% of the market value of the funds as of the end of the previous fiscal year.

Ms. Loud will send a letter to the Russell Fund donors, informing them of changes to Massachusetts law concerning the disbursement of trust money.

### **Community Time**

No members of the community were present at the meeting.

### **Approval of Minutes**

The board read the minutes of the meeting of September 9 and made some minor changes. Ms. Muldoon moved that the minutes be accepted as corrected. Ms. Kennedy-Pfister seconded the motion; the board approved unanimously.

### **Director's Report**

Trustees read the September Director's Report. Ms. Loud reported that she was checking the references for the finalists for Assistant Director, which position includes responsibilities for technology coordination and Fox Branch supervision.

### **Update on FY 2011 Budget Submission**

In previous years the town manager has asked department heads to submit a budget reflecting a certain percentage reduction before meeting with him. This year Mr. Sullivan is meeting with each department head first.

To develop a budget for the library system Ms. Loud needs to know how much money has been raised for Fox. Neither the town manager nor Ms. Loud has that information at this time. Ms. Gandek-Tighe spoke with Hillary Rappaport from the Friends of Fox and discussed the possibility of scheduling a meeting with them.

Mr. Murphy described a grim financial picture for state library funding.

With a loss of or serious reduction in the amount of state aid the town could be facing a possible \$4,000,000 deficit, which would be split evenly between the town budget and the school budget. This could mean a \$400,000 cut from the library budget.

### **Fundraising**

Ms. Loud reported that the Sunday opening campaign has reached its goal, thanks to carryover funds from last year and generous contributions (\$28,333) this year. Carryover funds into next year are a possibility. Ms. Loud told a reporter from the Boston Globe that we have closed the campaign. Since staff have the "right of first refusal" to work the Sunday hours it is difficult to know precisely how much staffing the Sundays will cost. Staff wages are higher than those of moonlighters/outsiders.

Ms. Calvin and Ms. Gandek-Tighe will work on a general fundraising letter, with the goal of sending it out before Thanksgiving. Ms. Calvin will write the first draft and Ms. Gandek-Tighe will also look at it. A sponsor for the summer reading program will be sought.

Ms. Fennelly mentioned that a sign created by one of the Friends, Sally Naish, could be adopted for use. It indicates that an event/Sunday opening/program is "funded by....."

### **Long Range Plan Update**

To publicize library services Ms. Loud would like to distribute a brochure to the public. Ms. Gandek-Tighe suggested that it could do double duty as a fundraising letter. Developing an updated list of potential donors should be an ongoing project.

### **Trust Fund Policies**

At this time there was nothing to discuss.

### **Scheduling of Meeting with Town Treasurer**

The board decided to re-schedule the meeting with Stephen Gilligan for our regular December meeting.

### **Spengler Memorial Report**

Ms. Radochia reported that the Margaret H. Spengler Memorial Committee would be sending out letters soliciting donations for the memorial plaque that will be mounted in the lobby of town hall on November 21, at an event featuring the former governor, Michael Dukakis. The dedication will be followed by a reception which is open to all. Also, the name of Library Way will be changed to Peg Spengler Way.

### **Community Read**

This year's Community Read consists of four selections about the experiences of the "Lost Boys and Girls of Sudan." Programming is the result of collaboration between the South Sudanese Community Center and the library. Co-sponsors of the events, which take place in October and November, are the Robbins Library Board of Trustees, the Friends of Robbins Library, and the Diversity Task Group of Vision 2020.

### **Friends of the Library Update**

Ms. Calvin attended the recent meeting of the Friends of Robbins Library. The program schedule is full for the year. Two programs involve collaboration with other organizations---the Friends of the Drama and the Garden Club.

The Town Day book sale netted between \$6,200 - \$6,400. A children's book sale is scheduled for March.

### **Date of Next Meeting**

The next meeting will be on November 10 at 7:15 p.m.

### **Adjournment**

The meeting adjourned at 9:30 PM.

Respectfully submitted,

Joyce H. Radochia